

Little Traverse Bay Bands of Odawa Indians

Job Posting



Job Title: Health IT Manager

Department: Health

Reports To: IT Director/Health Director

Status: Exempt

Salary Level: \$55,281 to \$82,922 Annually

Level: C45

Opens: March 22, 2023

Closes: April 05, 2023

SUMMARY:

Oversees IT for the LTBB Health Department. Works in conjunction with LTBB IT Department to ensure that LTBB Health Department IT needs are met. Supports electronic health record system. Supports all computer operations of the Health Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Resource Patient Management System (RPMS) and Electronic Health Record (EHR):

- Learn the RPMS site manager responsibilities and ensure duties are carried out.
- Schedule all patch updates and maintenance and communicate changes to staff as necessary
- Manages the customization of the site parameters and addresses integration issues with other software packages.
- Troubleshoot issues and work with Bemidji area staff and national OIT staff to support RPMS programs and EHR as needed.
- Assist HIM/CAC in maintaining RPMS as needed.
- Assist in the development of written policies for Health Department Electronic Health Records and information management in accordance with industry standards for use, assuring patient confidentiality and compliance with HIPAA.
- Test and troubleshoot problems within E.H.R., RPMS, and any other programs utilized in the health department.
- Serve as Security Officer: Performs ongoing information risk assessments and audits to ensure that information systems are adequately protected and meet HIPAA certification requirements.

Health Department Computer Support in adherence to LTBB IT Department direction:

- PC and laptop hardware, software, and operating systems.
- Laser and inkjet printer installation and maintenance.
- Installation and support of various other PC/laptop peripherals.

- Installation and support of various desktop applications including Microsoft Office, Adobe software, anti-virus software per LTBB IT standards.
- Installation and support of LTBB telephone systems in conjunction with LTBB IT Department.

Provide Health Administration with suggestions and recommendations on keeping current with health IT industry standards. Consults with Health Department Administration and LTBB IT staff for application of system and studies or testing of certain equipment and application reporting requirements. Provides written narrative reports as requested.

EDUCATION AND EXPERIENCE

REQUIRED: Experience with Electronic Health Record (EHR systems, preferably IHS RPMS)

- Associate degree in related field or four years of documented IT work experience, with at least minimum of three years Health IT experience.
- A thorough understanding of computers and networking related to health care.
- Possess knowledge of existing EHR policies and procedures associated with the collection and distribution of clinical data.
- Ability to learn and support new systems and applications.
- Experience with the Microsoft windows family of operating systems including Windows 10. Experience with Google platform.
- Knowledge of VMware systems
- Strong analytical, organizational, and trouble shooting skills.
- Capable of supporting multiple tasks and projects simultaneously.
- Excellent verbal and written communication skills.
- Must work cooperatively in team environment.
- In-depth knowledge of the HIPAA Security Rule and other government technology laws.

PREFERRED: Bachelor's degree in Information Technology or Information Systems

- Experience with server based software and network operating systems; primarily Windows Server 2016 and 2019 with Active Directory.
- Experience with HP Switches, Mitel VOIP and Voicemail Systems
- Experience installing data/phone cabling.
- Experience with desktop hardware/software lifecycle management, new IT systems implementations.
- Medical terminology/clinical experience preferred.
- Good project management skills.
- Understanding of TCP/IP networking including IP addressing, DNS, DHCP and subnetting.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess a valid driver's license, reliable transportation and be insurable for duration of employment.

COMMENTS

Indian preference will apply. Candidates must pass a comprehensive background investigation. Individual must take a TB test, and get annual influenza vaccination due to working in a healthcare environment. Candidate must follow all COVID pandemic and future pandemic guidelines.